

Job Title: Script Editor Doctor Who

Department: Drama, BBC STUDIOS WALES

Base: Roath Lock, Cardiff

Grade: 7

Requirements

A job specification is a written statement of the essential characteristics of the job indicating duties, responsibilities, the degree of authority of the role, and the required knowledge, experience and personal attributes of the post holder.

The duties described below are indicative of those of a fully experienced and proven Script Editor.

As a Script Editor on Doctor Who you can expect to be involved with a range of these duties:

AIMS OF THE JOB

1. To ensure that commissioned storylines and scripts are of the required standard, conform to the editorial brief and are available for use at the appropriate time.
2. To advise on all script related matters associated with the production, and to help manage the relationship between the writer and the production.
3. To generate creative ideas and story ideas of the highest standard consistent with the series

ORGANISATION

The post holder will report to Co-Executive Producer.

ENVIRONMENT

Drama production can involve long and unpredictable work patterns and pressure to meet tight schedules and the post holder will need to have a flexible approach to their working day.

MAIN DUTIES

1. Throughout the production, to represent the interests of the writer to the production team and the interests of the production team to the writer. To ensure that the writer consents to major script changes and to convey the writers point of view in his/her absence.
2. To ensure that the writer is actively involved in script alterations in order to preserve the quality of the working relationship between the Producers/Director and writer.
3. To ensure that writers are sufficiently aware of the financial implications of editorial decisions.

4. To work with all departments in production to ensure they are kept up to date with the demands of the script. Where challenges arise to help find creative solutions with the relevant department in collaboration with the Writer, Producer and Director.
5. To be responsible for providing writers with sufficient information to enable the editorial brief to be met in respect of style, content, form and any other special considerations.
6. To ensure the consistent treatment of established characters and continuity within the story line and episodes.
7. Where necessary to restructure and generate new storylines within your scripts.
8. To generate creative ideas and long term story ideas.
9. To turn drafts around quickly and creatively and to ensure all deadlines are met.
10. To co-ordinate and communicate all script changes to those concerned.
11. To seek new material and take steps to identify and encourage new writing talent. To maintain an up-to-date awareness of emerging talent.
12. To ensure that scripts are prepared in the appropriate format.
13. To be aware of the full extent of the financial and purchasing authority of the post, and to ensure that this authority is exercised in accordance with BBC financial arrangements.
14. To ensure that writers are sufficiently aware of editorial values and standards and that scripts are developed in a manner consistent with the BBC's editorial policy guidelines.
15. To support all additional script requirements for the series, any spin offs on screen and online.
16. To provide support to the Co-Executive Producer in the execution of their role as and when necessary.

HEALTH & SAFETY

1. Drama Department embraces the general statements of policy issued by the BBC and TVMSG with respect to the health, safety and welfare of employees at work by endeavouring to provide a safe and healthy working environment where our activities do not subject people to unnecessary risk. Our aim is to prevent accidents by developing industry standards and adopting best working practices.
2. Every person within Drama Department has a safety responsibility and individuals must be made aware of the legal, economic and moral duties regarding elimination of risk and accident prevention. This can only be achieved by providing staff with appropriate information, practical instruction coupled with suitable and sufficient training. Staff are required to participate in appropriate training activities and refresher courses.

REQUIRED KNOWLEDGE AND EXPERIENCE

1. Experience of script editing prime time TV drama.
2. An excellent understanding of all aspects of screenwriting, including premise, story, structure and character and an ability to apply this knowledge to working situations with

writers.

3. Experience of working with writers under pressure
4. Interest in popular drama in particular an awareness and understanding of BBC Drama for a family slot
5. Thorough knowledge of script sources and the availability and potential of emerging talent.
6. A knowledge of and access to new writers/talent with diverse backgrounds
7. An understanding of copyright law, Writers Guild agreements, contracts and the legal implications of the production process.
8. An awareness of the financial consequences of editorial decisions.
9. Knowledge of FINAL DRAFT and other script packages.

PERSONAL ATTRIBUTES

1. Interpersonal and communication skills sufficient to establish and maintain good working relations with a wide range of contacts.
2. The ability to establish quickly the intentions of Producers and convey these to the writers.
3. An ability to empathise with writers.
4. The ability to generate creative production ideas, treatments and formats.
5. The ability to display tact and sensitivity when dealing with writers and producers.
6. Resilience and stamina to sustain performance when under pressure from tight schedules.
7. You'll be proactive, self-sufficient and able to trust your own instincts
8. The ability to work as part of a team.
9. The ability to keep abreast of professional, technological and working practice changes.
10. A range of life/work experiences and talents that would be a useful asset and enrich the contribution to the whole team.

COMPETENCIES

Communication - able to express ideas clearly and adapt communication style to the needs of others by using a range of styles and approaches appropriate to the audience and the nature of the information. The ability to understand the effect on others of one's own personal style of communication.

Collaborative working style - the ability to consider the merits of ideas from colleagues objectively and allow those ideas to inform own thinking. The ability to be generous and

enthusiastic about good contributions from others.

Creative Thinking - able to transform creative ideas into practical reality. Can look at existing situations and problems in novel ways and where necessary come up with creative solutions.

Editorial Judgement - able to demonstrate balanced and objective judgement based on a thorough understanding of the project commissioning brief, audience requirements, project guidelines and objectives.

Influencing and persuading - able to present sound and well reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.

Managing relationships and team working - able to build and maintain effective working relationships with a range of people. Work co-operatively with others to be part of a team, as opposed to working separately or competitively.

Planning and Organising - able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resource requirements.

Resilience - manages personal effectiveness by managing emotions in the face of pressure, set backs or when dealing with provocative situations. Demonstrates an approach to work that is characterised by commitment, motivation and energy.

Understanding Diversity - understands and appreciates the uniqueness of self and others. Demonstrates, and is committed to improving and understanding diversity. Able to articulate how individual differences can benefit the BBC.